

Job Aid: Tab Guide

Description

This is a guide to the tabs within the *most commonly used* records in DLA LMS. These tabs will help you locate information and find the relationships between related entities. This guide will list the most common fields on each of the tabs listed.

- * The actions and tabs available will vary per user based on Roles.
- * Not all fields are listed per tab, and not all tabs are listed per entity

Key

A referenced field. In other words, this field indicates a direct assignment or association to another record in DLA LMS, or indicates that the entry must be selected from preconfigured values in DLA LMS.



A free-form form. Users may type anything into this field.



An action can be performed here. The user can assign, remove, or add.

X

View Only Field

Entity Records

| Student | 2 |
|--------------------|-----------------------------|
| | |
| | 6 |
| | |
| Component | |
| Content Package | 10 |
| Objectives | 11 |
| Objectives | Error! Bookmark not defined |
| Content Object | |
| Exam/Survey Object | 14 |
| Facility | 15 |
| Location | |
| Instructor | 17 |
| Region | 18 |



Student

Location: Top Menu Bar → Student Management → Students

| Commerce | Account Code | Catalog Preview | Preferences | | |
|------------------------------|---------------|-----------------|-------------|------------------|-------------|
| Prof Profiles | Competencies | Enrollment | Requests | Online Status | Assessments |
| Summary | Phone Numbers | Custom Fields | Dev Plan | Learning History | Curriculums |
| Edit the Student Information | | | | | |

Tabs:

Summary

First Name

Last Name

Job Position

Job Location

O Domain

Organization

5 Employee Type

→ Address

Country

Email Address

Supervisor

Custom Fields

This tab contains any custom fields that have been configured in DLA LMS. These values may be free-form or referenced.

IDP (Individual Dev Plan)

Assign/Remove Components

Edit Required Dates/Types

Edit access to Online Components

Learning History

▼ View Recorded Learning Events

Curricula

Assign/Remove Curricula

Edit Required Dates/Types

Edit Student access to Online Components

Enrollment

∀ View current Enrollments

Requests

Online Status





Edit Student access to Online Components

Catalog Preview

▼ View Catalogs as Student would see them



Schedule Instance

Location: Top Menu Bar → Scheduling → Schedule Instance

| Notifications | Cost Calculation | Cost Summary | Pricing | Catalog | Chargeback | |
|----------------------------|------------------|--------------|----------|-----------|---------------|--|
| Summary | Segments | Enrollment | Contacts | Materials | Custom Fields | |
| Edit the Schedule Instance | | | | | | |

Tabs:

Summary

- Group Instance
- Domain
- Facility
- Contact
- Email
- Phone
- Fax
- Auto-Fill Enrollment
- Close Schedule Instance
- Cancel Schedule Instance

Segments

- Segment Instructors
- Segment Equipment
- Segments Locations
- Edit Segment Start/End Times
- Edit Segment Dates
- Auto-Fill Enrollment
- Add/Remove Segments

Enrollment

- Enrollment Cutoff Date/Time
- Minimum/Maximum Enrollment
- Self-Enrollment toggle
- Require Supervisor Approval toggle
- Enroll/Unenroll Students
- Enroll Students from Request list
- Edit Student Enrollments

Contacts

Add Contacts

Custom Fields

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Notifications



Edit Notifications

Cost Calculations

Add Cost Names



Edit Costs/Formulas associated with Cost Names

Catalog



Add to Catalogs



Edit Prices per Catalog



Class

Location: Top Menu Bar → Scheduling → Classes



Tabs:

Summary

- Description
- Domain
- Qualification
- Max Size
- Start Date
- End Date

Schedules

- Add/Remove Schedules
- Edit Auto-Enrollment

Enrollment Rules

- Enrollment Status for Auto-Enroll
- Default Chargeback settings
- Remove associated Components from Student's Individual Development Plans
- Motification toggle

Students

- Add/Remove Students
- Edit Student Status
- Move Student to another Class



Curriculum

Location: Top Menu Bar → Learning → Curricula



Tabs:

Summary

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Title

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Domain

6

Qualification Type

Force Incomplete toggle

Description

Components

Add/Remove Components

Component Initial Period

Component Retraining Interval

Component Requirement Type

Component Effective Date

Sequence

SubCurricula

Add/Remove Curricula

▼ View Components

Job Positions



Component

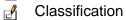
<u>Location:</u> Top Menu Bar → Learning → Components

| Pricing | Chargeback | Catalogs | | | |
|--------------------|---------------|---------------|---------------|-----------------|-------------------|
| Online Settings | Notifications | Materials | Objectives | Grading Options | Cost Calculation |
| Curriculums | Competencies | Custom | Requests | Rqst Reasons | Collateral Credit |
| Summary | Design Data | Delivery Data | Prerequisites | Documents | Tasks |
| Edit the Component | | | | | |

Tabs:

Summary





Source

Subject Area

Omain

Method

Requirement Type

Auto-Fill Enrollment

Do Auto Competency

Students can record Learning Events

Supervisors can record Learning Events for Subordinates

Enrollment Threshold Days

Description

Design Data

Audience

Contact Email

Component Goals

✓ Contact Hours✓ Credit Hours

CPE Hours

Default Initial Period

Default Retraining Period

Delivery Data

Minimum Enrollment

Maximum Enrollment

Add/Remove Segments

Offset

Segment Online Access (when online settings are configured)

Location Type



Prerequisites

Add/Remove Prerequisite Components

Curricula

Custom Fields

This tab contains any custom fields that have been configured in DLA LMS. These values may be free-form or referenced.

Requests

Add/Remove Student Component Requests

Request Reasons

Add/Remove Request Reasons

Collateral Credit

Add/Remove Components for Collateral Credit



Online Settings

Mark Component Online

Online Modules are Available only to enrolled students toggle

Days from Launch to Expiration

Online Completion Status

Online Failure Status

AICC Export

Add/Remove Content Objects/Exam Objects/Folder Objects

Notifications

Edit Notifications

Objectives

Add/Remove Objectives

Cost Calculations

Add Cost Names

Edit Costs/Formulas associated with Cost Names

Catalog

Add to Catalogs

Edit Prices per Catalog



Content Package

Location: Top Menu Bar → Learning → Content Packages



Tabs:

Summary



Title



Domain

Description

Objectives

Add/Remove Objectives

Content

Add/Remove Content Objects, Exam Objects, Folder Objects



Objectives

Location: Top Menu Bar → Learning → Objectives



Tabs:

Summary

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Objective



Description Domain



Online toggle

Object Usage

Components

Objective Display Text

Questions

▼ View assigned Questions

Exam Usage



Questions

Location: Top Menu Bar → Learning → Objectives



Tabs:

Summary

Objective

Number

✓ Version

✓ Decembring the second control of the second con

Description

Domain

Question Design

Point Value

Randomize Answer Choices

Question can be reviewed

Usage



Content Object

Location: Top Menu Bar → Learning → Objectives

Summary Launch Method Objectives AICC Support
Edit the Content Object

Tabs:

Summary



Domain

Description

Launch Method

Method

Parameters

Objectives

Add/Remove Objectives



Exam/Survey Object

Location: Top Menu Bar → Learning → Exam and Survey Objects



Tabs:

Summary

- O Domain
- Online toggle
- Description
- Exam Type
- Is Survey toggle
- Question Count
- Pass Percentage
- Maximum tries
- Student Actions
- Exam Analysis Settings

Messages

- Enable Exam Messages
- Configure Exam Messages

Objectives

- Add/Remove Objective-Based Questions
- Edit Question Use Parameters

Questions

- Add/Remove Individual Questions
- Edit Question Use Parameters

Component Usage

Student Usage

Printed Exams

- Generate Printed Exam Iterations
- Print Exams
- Score Completed Exams



Facility

Location: Top Menu Bar → Resources → Facilities

| Summary | Contact | Locations | Equipment | Materials | Base Cost |
|--------------------------|---------|-----------|-----------|-----------|-----------|
| Edit the Facility | / | | | | |

Tabs:

Summary

- Description
- Domain
- Region
- Holiday Profile
- 7 Timezone
- Work Week
- External Facility toggle
- Comments

Contact

- Contact
- Address
- Phone/Fax Number
- 🔥 Email

Locations

Add/Remove Locations

Equipment

Add/Remove Equipment



Location

Location: Top Menu Bar → Resources → Locations



Tabs:

Summary

- Description
- Omain
- Cocation Type
- Facility
- Maximum Capacity
- Contact Name/Email
- Comments

Scheduling

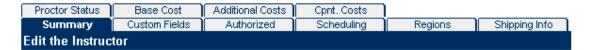
Equipment

Add/Remove Equipment



Instructor

Location: Top Menu Bar → Resources → Instructors



Tabs:

Summary



Name



Company



Domain



Organization



Email



Comments

Custom Fields

This tab contains any custom fields that have been configured in DLA LMS. These values may be free-form or referenced.

Authorized



Add/Remove Components Instructor is authorized to teach

Scheduling



Region

Location: Top Menu Bar → Resources → Region



Tabs:

Summary

Description

Facilities

Add/Remove Facilities